

JOB DESCRIPTION

JOB TITLE: Director of Administrative Services

GRADE: 24

JOB CODE: 1130

EST. DATE: 7-1-06

GENERAL FUNCTION: Under the direction of the Director of the local health department has overall responsibility for the administrative services and functions to provide support of the day to day operation of the agency and meet the various federal and state requirements. Responsibilities include operations for financial management, personnel administration, purchasing, facilities management, data processing, inventory control, contract services, leases, procurement of goods, services, land, real property, etc. Incumbent determines program needs and directions. Develops operating policies and procedures. Supervises subordinate personnel including: hiring recommendations, determining workload, delegating assignments, training, monitoring and evaluating performance, and initiating corrective or disciplinary actions to include terminations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Oversees and directs the maintenance of the agency's financial operation within limits prescribed by law and in accordance with guidelines established by generally accepted accounting principles and practices including the collection, investment, management and disbursement of public funds, and the maintenance of adequate internal financial controls.

Oversees a comprehensive agency accounting program which complies with GAAP, state accounting standards, and agency fiscal policies and procedures in the recording of financial activity in accounting systems and/or varied subsystems.

Coordinates the accounting operation, with budgetary, administrative support and programmatic functions to support the agency's mission and programs and services provided.

Directs operational analyses of accounting systems, subsystems and procedures. Reviews and implements improvements to the accounting program based on knowledge of complex and changing federal and state requirements applicable to governmental accounting.

Directs the agency's technology planning program and information technology resources. Provides or directs provision of data to agency management, state agencies and outside agencies. Oversees the effective operation of the agency's

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computer information systems and services consistent with recognized data management practices and principles.

Directs the preparation of statutory, regulatory and financial reports in both standard and specialized formats to detail and certify the fiscal state of the agency.

Reviews or delegates the review of report contents. Corrects discrepancies in information and submits final reports.

Oversees and coordinates the preparation of the annual budget according to requirements of the Department for Public Health for approval by the Director and Board of Health and the DPH. Advises the Director and other management staff regarding the budget preparation process, consequences of fiscal alternatives and the presentation and recommendations of fiscal options.

Administers budget and its execution for the agency.

Coordinates the accounting operation, with budgetary, administrative support and programmatic functions to support the agency's mission and programs and services provided.

Coordinates all fiscal activities for federal, state, local and public grants awarded to the agency. Supervises the preparation of monthly, quarterly and yearly reports required by the granting agencies.

Monitors and provides guidance to the day-to-day activities of the procurement process.

Monitors expenditures to ensure compliance with audit guidelines and the agency's goals and objectives.

Provides special analyses and reports to Director and/or Board of Health to facilitate decision making. Analyzes financial statistics and other accounting data to identify trends impacting the fiscal position of the agency. Examples might include cash flow analysis, budget analysis, forecasts and projections. Advises Director on findings and submits recommendations.

Represents the financial interests of the agency in accounting-related interactions/negotiations with other parties, such as banks, vendors, external auditors.

Directs the agency's contract(s) for the purchase of services functions, administrative and other support services.

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Directs patient billing system for the health department in accordance with PHPR, AR, local and state requirements.

Develops and monitors inventory of all real property including real estate, fixed assets, and installed property in accordance with established guidelines.

Oversees the effective operation of the agency's computer information systems and services consistent with recognized data management practices and principles.

Directs the agency's risk management to include Worker's Compensation, insurance and vehicle maintenance programs.

Represents the agency, either personally or through subordinates as a member of internal and external committees to assess policies, procedures and programs.

Approves/recommends the selection, transfer, promotion, evaluation and termination of employees according to local personnel administrative regulations.

Guides and encourages each employee supervised to attain maximum performance on the job; provides ongoing feedback throughout the review; follows established procedures for the periodic written evaluation of each employee's performance.

Manages the functions of human resources and employee relations.

Maintains knowledge of current trends and developments in the incumbent's field and incorporates pertinent new knowledge in the performance of responsibilities.

Supervises assigned staff including hiring recommendations, determining workload, delegating assignments, training, monitoring and evaluating performance, and initiating corrective disciplinary actions including dismissal.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.

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3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

SUPERVISION EXERCISED: May supervise the health department in the absence of the Director. May supervise professional, technical and support staff as assigned or indicated.

JOB SPECIFICATIONS:

Knowledge:

- Thorough knowledge of administrative and management practices and procedures.
- Thorough knowledge of organizational concepts and principles and how to apply them to existing or proposed structures.
- Considerable knowledge of data processing capabilities, procedures and requirements.
- Working knowledge of economic principles and policies, particularly as the related to public health.
- Working knowledge of personnel administration, space management, purchasing practices, inventory controls, and records systems.

Abilities:

- Ability to communicate verbally in an effective and sensitive manner in interpersonal situations.
- Ability to plan, direct and effectively supervise the work of professional, technical and support staff;
- Ability to develop and maintain effective working relationships at all levels within and outside of the agency;
- Ability to prepare effective correspondence and reports.
- Ability to exercise judgment and discretion in formulating, applying and interpreting complex procedures and policies.
- Ability to correctly interpret and apply complex laws and regulations to agency situations.
- Ability to prepare and effectively defend both oral and written reports on complex and or/controversial issues.

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MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

A Masters' degree from an accredited college or university with a major in Business Administration, Public Administration, Community Health, Public Health, Accounting, Human Resource Management, Industrial or Labor Relations. Four (4) years experience which demonstrate considerable knowledge and ability in each of the functional disciplines involved (finance, personnel, technology, etc.) as well as professional-level decision making and supervisory expertise and skill. Experience exclusively in administrative support roles will be considered provided the candidate demonstrates the analytical and supervisory skills required.

OR

A Bachelors degree from an accredited college or university with a major in the field. At least five (5) years progressive experience that demonstrate the required knowledge, skills and abilities.

NOTE: To replace Director of Administrative Services (1103) by 7-1-07. Increase in grade and change in minimum requirements.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.